



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 14, 2020**

*On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.*

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [sbcs@sanbruno.ca.gov](mailto:sbcs@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.*

*Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 619-7180 or by email at [sbcs@sanbruno.ca.gov](mailto:sbcs@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

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# SAN BRUNO PARKS AND RECREATION COMMISSION MEETING AGENDA

Wednesday, June 16, 2021 6:30 p.m.

## Join Zoom Meeting

<https://zoom.us/j/92437890854?pwd=a0ltYjRuYm5JWlV2Wko5ODFZK0trQT09>

Meeting ID: 924 3789 0854

Passcode: 523306

One tap mobile 1-669-900-9128 US (San Jose)

## WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

**Please note: Commission policy allows a maximum of three (3) minutes for individual comments.**

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** May 19, 2021
4. **CONSENT CALENDAR:**
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **UNFINISHED BUSINESS:**
  - a. Receive Report Regarding Award of Contract for Recreation and Aquatics Center
  - b. Receive Report Regarding Lara Field Grand Stands and Concession Stand Project Completion
7. **NEW BUSINESS:**
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
  - a. Reminder – No meeting in July
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be via Zoom on Wednesday, August 18, 2021.

**\*\* POSTED PURSUANT TO LAW \*\***



## MEETING MINUTES

### Parks and Recreation Commission May 19, 2021

1. **Call to Order/Roll Call/Pledge of Allegiance:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Greenberg, Martinucci, Nigel, Zamattia, and Zastrow. Commissioners Excused: Vice Chair Gonzales. Staff Present: Brewer, Mottola, and Venezia.

**Commissioner Nigel** led the Pledge of Allegiance

2. **REVIEW OF AGENDA: MSC Martinucci/Greenberg.** Unanimous.
3. **ACCEPTANCE OF THE MINUTES:** Minutes from April 21, 2021. **MSC Martinucci/Nigel.** Accepted 6-0.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.

6. **UNFINISHED BUSINESS:**

- a. Presentation of 2021 Community Recognition Award to Brian Hafter – **Commissioner Nigel** presented the award to Brian Hafter. This award is given periodically to a person or an organization that has provided dedicated service to the San Bruno community over an extended period of time. The award was initiated in 2002. Two plaques are inscribed with the award recipient's name and dedication date. The perpetual plaque is located in the Recreation Center and the other plaque was presented to honoree Brian Hafter.

**Commissioner Nigel** stated that Brian Hafter has devoted countless hours of time and energy to youth mainly related to youth soccer. His significant skills and dedication to the youth and beyond are significant. He is a devoted family man and his children have participated and thrived at San Bruno activities.

Brian Hafter thanked **Commissioner Nigel** for his touching words. He stated that he is deeply grateful to the committee for having selecting him for this honor. He would like to serve the community for the years ahead. He thanked everyone for making it such a special evening.

**Commissioner Martinucci** stated that she has known Brian Hafter for many years. She stated that he is always professional and has always gone further and beyond. She thanked him for everything that he has always done.

**Chair Palmer** stated that on behalf of the City, the Commission, and his family and friends, congratulations. An honor well-deserved.

- b. Receive Report on Unity Memorial Sculpture and Reflections Seating Area – **Superintendent Brewer** stated that Vice Chair Gonzales asked about some background on the sculpture a few months ago. The artists were contacted and they explained that the sculpture is not called Reflections and actually called Unity. It was dedicated on June 28, 2012 with just the names

of the eight fire victims on it. The artists are Jonathan Russell and Saori Ide Russell of Ride Art Studio in Berkeley. The Reflections name came from the seating area that was donated by the Rotary Club. Currently there is one extraordinary recognition plaque for Carolyn Livengood. Plaques in honor or in memory of residents of San Bruno can be purchased through Superintendent Brewer. The artists have been contacted about removing some scratches on the sculpture.

**Commissioner Martinucci** stated that the sculpture looks more than scratched and wanted to know if we have asked the artists to fix it. **Director Mottola** stated that when there are public art projects, it is customary to ask the artist to do the repair. They will typically know the right fabricator or will do the repair themselves.

**Commissioner Zamattia** asked how someone gets nominated for an extraordinary service plaque. **Superintendent Brewer** explained that the organizations within the City do the nominations. It is a minimum of 25 years of service and a nomination by two organizations. The special service plaques require a minimum of 15 years of service and a nomination by one organization. There is a nomination in the queue, but because of Covid it has been put on hold.

**Commissioner Greenberg** stated that the first plaque placed was for Bob Greenberg. It wasn't a nominated plaque, but a purchased one.

**Commissioner Nigel** stated that if one goes online and looks for City of San Bruno Recognitions, there are three categories, two with City Council and one with the Parks and Recreation Commission. It explains the process.

**Chair Palmer** stated that he likes the new name and thanked the subcommittee, **Commissioners Martinucci and Zamattia**, for working with the Culture and Arts Commission and recommending the new location.

**Commissioner Zastrow** stated the new positioning is great and that we are still honoring the people that do great stuff.

7. **NEW BUSINESS:** None.

8. **ITEMS FROM COMMISSIONERS:**

**Commissioner Greenberg** sent kudos to the Senior Center staff for the newsletter. She loves it and looks forward to it. She asked about return to play procedure revisions now that we are in the yellow tier. **Superintendent Brewer** stated that we are under the same rules and nothing has changed and temperatures should still be taken. Once that changes, she will let everyone know. Lots of changes anticipated on June 15<sup>th</sup>.

**Commissioner Greenberg** stated that she is starting up her park visits. She wants to visit two a month. She went to Ponderosa Park and stated that it looks the same as when she visited last year and the neighbors are adamant that it is a useless space. The slide is too little and the lawn area has a bump so they can't use it. She also visited Pacific Heights Park and saw that it is being utilized. It is a beautiful park and ideal for soccer. There is potential for more soccer fields if some of the pathway is redone. **Superintendent Brewer** stated that soccer will start using Pacific Heights regularly on July 1<sup>st</sup>.

**Commissioner Nigel** thanked everyone for letting him make the presentation tonight and thanked **Superintendent Brewer** for all of her help. He stated that the neighbors by Pacific Heights Park love it and are really happy with the park maintenance. He thanked **Parks Supervisor, Dan Venezia**.

**Commissioner Martinucci** stated that she gave the ring that was found to Parks & Rec and it is in their safe.

**Chair Palmer** thanked **Commissioner Nigel and Commissioner Martinucci** for their comments during tonight's presentation. He stated it was nice to see so many people in the

audience. A well-deserved honor for Brian.

9. **ITEMS FROM STAFF:**

**Director Mottola** gave a shout out to **Superintendent Brewer** for maintaining the level of service to the senior population during Covid. **Superintendent Brewer and Supervisor Tessier** are an extraordinary team.

**Director Mottola** announced the big news that **Supervisor Venezia**, our phenomenal supervisor, is being promoted to Parks Manager. The Commissioners congratulated him. **Supervisor Venezia** thanked everyone and stated he is looking forward to the new challenges.

10. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:07 p.m.

DRAFT



**Date:** June 16, 2021

**From:** Dan Venezia, Parks Manager

**To:** Parks and Recreation Commission

**Subject:** Receive Report Regarding Lara Field Grandstands and Concession Stand Project Completion

## **BACKGROUND**

In February 2019 the City of San Bruno was approached by the San Bruno Lions Club to rehabilitate the concession stand that is located within the Tom Lara Field Grandstand in San Bruno City Park. The interior improvements to the concession stand were anticipated to cost approximately \$60,000. The San Bruno Lions intended to fund the project by a \$25,000 grant from the San Bruno Community Foundation and \$35,000 from their organization.

Unfortunately, in 2019 an examination of the grandstand facility revealed that additional improvements to the exterior of the facility were needed to protect the investment to the interior of the concession stand and correct years of deferred maintenance. This was in excess of the funding secured by the San Bruno Lions.

On September 10, 2019 the City Manager requested that City Council adopt a resolution authorizing the City Manager to execute a funding agreement with the County of San Mateo for the award of Measure K funding in the amount of \$150,000 to rehabilitate the grandstand facility at the Tom Lara Field and appropriate \$150,000 of revenue and expenditure into the Tom Lara field improvements capital project in FY2019-20. The authorization was granted. In that same month, the City of San Bruno entered into a Measure K grant agreement with the County of San Mateo for the purpose of rehabilitating the exterior of the Tom Lara Concession/Grandstand facility for an estimated amount of \$174,800. The improvements consisted of:

- repairs to the roof and concrete sidewalls of the facility to eliminate water intrusion
- replacement of doors and windows
- installation of new bleachers, and
- various minor and cosmetic repairs to the facility to improve landscaping, signage, fencing, and other areas.

During the discussion of how to proceed with the project, and realizing that the cost was outside the City's long-term capital planning process, the completion of the grandstand improvements was not possible for the \$150,000 that had been allocated. However, the City Council approved \$25,000 from Park in Lieu Fees in the FY 2019-20 budget to support a portion of the needed repairs to prevent further deterioration of the facility.

Additionally, the Lion's Club received a \$25,000 grant from the Community Foundation to rehabilitate the concession stand.

## **DISCUSSION**

On August 25, 2020, City Council adopted a resolution to execute a construction contract with International Waterproofing Roofing and Building Restoration, a Division of Aetna International, Inc. for the Tom Lara Field Concession/Grandstand Rehabilitation Project in an amount not to exceed \$173,930.

Demolition began on September 26, 2020 and consisted of removal of the old bleachers and support brackets. This was followed by repair of the concrete structure which included cleaning of all concrete, filling all holes and cracks, and repair of damaged concrete. After the repairs were complete, a waterproof sealant was applied to the structure and three coats of paint were applied.

The aluminum bleacher installation began on November 23, 2020 and was completed in about 2 weeks. New metal doors were installed at the end of December and new windows were installed at the beginning of January. A punch list of items that needed more attention was created which included touch up painting and adjustment of some of the bleacher rows that had a wave to them. The bleacher adjustment turned out to be the biggest hurdle in completion as it took several months for the company to return to do the necessary work which was completed in mid-May.

Concurrently with the Grandstand Project, the Lion's Club commenced work on the concession stand in mid-January. First, the room was cleaned out and the wall in the back was repaired. The electrical was then upgraded with the installation of new outlets and lights. Walls were cleaned, prepped, and painted a bright white color. The counter was wrapped in stainless steel and the rollup doors painted brown to match the exterior doors. A new sink and appliances were installed including a beverage refrigerator with glass doors, a standard refrigerator, and a freezer. Stainless steel shelving and tables were also installed to provide areas to display merchandise and provide for storage.

## **FISCAL IMPACT**

The Grandstand improvements were funded by a \$150,000 grant from Measure K and \$25,000 from Park in Lieu Funds.

The Concession Stand improvements were funded by the San Bruno Lions through a \$25,000 grant from the San Bruno Community Foundation.

## **ATTACHMENTS**

None.